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DD/S 64-2222

Adm-7.3

DD/S&amp;T #1207

14 APR 1964

MEMORANDUM FOR: Deputy Director/Support

SUBJECT: Alterations Required in OSI Area

1. The Office of Scientific Intelligence has needed improved briefing facilities for a long time. The problem has been under intensive review since the fall of 1963 and every effort has been made to select equipment for a modest but truly professional arrangement and to design a room suitable for it.

2. A completely acceptable area, equipped to meet our requirements, can be built for approximately \$6000.00. These funds are available and have been tentatively allocated. Informal discussions with members of your Space Allocation and Facilities Branch indicate that \$3000.00 will be required to make the necessary structural changes. OSI cost account 4264 - 1010 - 6000 may be used to pay for this work if funds are not available in LSD/SL.

3. The OSI intra-area conference room and contiguous rooms (see attached sketch) constitute the area to be modified. The construction will change this area into a conference/projection room featuring the rear projection technique.

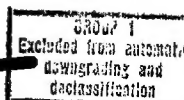
4. A complete check by the Office of Security will, of course, be required to be sure the new area meets all security standards.

5. The following changes are required:

WO a) Remove the entire west wall in 6F33.

WO b) Remove the wall separating room 6F35 and the storage room attached to 6F33.

WO c) Install new wall in 6F33 five feet east of wall removed per (a) above. An opening five feet high and ten feet wide will be left in this wall to permit installation of a rear projection screen. The opening should be three feet from the floor and centered between the north and south walls.

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SUBJECT: Alterations Required in CSI Area

W<sup>0</sup> d) The vault door in 6F33 will have to be moved approximately eight feet east of its present location.

*lock will be purchased* e) The new projection room (6F35) will require a secure entrance with a 3-way MP lock to meet secure area requirements. The inspection portal for this room will need to be equipped with a suitable blackout mechanism to permit use of the room as a projection room.

W<sup>0</sup> f) If a light switch outside the room is required for the projection room, it is requested that it be installed so that it can be rendered inoperative while the projection room is being used.

W<sup>0</sup> g) Electrical wiring sufficient for 60 additional amperes of power is required for room 6F35.

W<sup>0</sup> h) Additional air conditioning equipment to dissipate approximately 30 KW generated by the projection equipment is required.

*We will buy blackboards* i) Two blackboards five feet high, five feet wide and mounted on tracks are required. These boards will be movable from the sides of the room to the center in front of the screen in such a way that one board five feet high and ten feet wide will result.

*Purchase item* j) Draperies will be required. These should be eight feet long and pleated for fullness. They should be fully lined and heavy enough to provide some sound proofing. These draperies should be blue.

*Purchase* k) Sound reducing materials will be installed on the walls and ceiling of room 6F35. This material must be dark in color to minimize ambient light in the projection room.

? l) A rug, or other suitable flooring material, should be installed in the projection room to assist in its sound proofing.

W<sup>0</sup> m) Room 6F33 will be painted in blue to match the drapes requested in (j) above.

6. To the best of our knowledge, this conference room is unique within the Headquarters building since, depending upon which entrance

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~~CONFIDENTIAL~~**SUBJECT: Alterations Required in OSI Area**

is used for a particular purpose, meetings can be held through TS or through the Special Intelligence Code Word classification. As a result of the changes requested in the memo and the equipment we propose to install, this conference room will be more suitable for a wider variety of uses both by OSI and other Agency components.

7. Your approval to proceed with the changes listed above is requested.

**SIGNED**

25X1A9a

*for* [redacted]  
Acting Deputy Director  
Science and Technology

**Attachment:**  
Sketch of 6F33-35

**APPROVAL:**

*15/*  
*A* Deputy Director (Support)

*22 Apr 64*  
Date

**Signature Recommended:**

25X1A9a

Assistant Director SI

13 APR 1964

Date

**Distribution:**

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OSI/IPS: [redacted] yf/5206 (8 April 64)

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